



Sleek Shutters Ltd – Company Reg No. [12649967](#)

*Sleek Shutters Ltd does not sell, exchange, share or release your personal information, such as your name, email address, or telephone number to any third parties whatsoever.*

We ask that you read this privacy policy carefully as it contains important information on who we are, how and why we collect, store and use personal information, your rights in relation to your personal information and on how to contact us in the event you have a complaint.

This privacy policy is divided into the following sections:

- Who we are
- Our collection and use of your personal information
- Our legal basis for processing your personal information
- Who we share your personal information with
- Marketing
- Your rights
- Keeping your personal information secure
- Changes to this website privacy policy
- How to contact us

### **Who we are**

We are Sleek Shutters Ltd and for more information see <https://www.sleekshutters.co.uk>

We collect, use and are responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

### **Our collection and use of your personal information**

We collect personal information about you when you register with us or contact us, including via social media.

We collect this personal information from you directly when you register with us or contact us. The personal information we collect about you is:

<b>When information is collected</b>	<b>What we ask for</b>	<b>How and why we use your information</b>
when you complete a request a consultation form	<ul style="list-style-type: none"> <li>• your name, address and contact details</li> <li>• details of any feedback you give us by phone, email, post or via social media</li> </ul>	<ul style="list-style-type: none"> <li>• To organise and schedule an appointment</li> <li>• Request reviews and testimonials</li> </ul>
when complete a contact us form	<ul style="list-style-type: none"> <li>• your name, address and contact details</li> <li>• details of any feedback you give us by phone, email, post or via social media</li> </ul>	<ul style="list-style-type: none"> <li>• customise our website and its content</li> <li>• send you marketing materials</li> <li>• request reviews and testimonials</li> </ul>

### **Our legal basis for processing your personal information**

When we use your personal information, we are required to have a legal basis for doing so. There are various legal bases upon which we may rely, depending on what personal information we process and why.

The legal bases we may rely on include:

**consent:** where you have given us clear consent for us to process your personal information for a specific purpose

**legitimate interests:** where our use of your personal information is necessary for our legitimate interests, unless there is a good reason to protect your personal information which overrides our legitimate interests

### **Who we share your personal information with.**

Sleek Shutters does not sell, exchange, share or release your personal information, such as your name, email address, or telephone number to any third parties whatsoever.

### **Marketing**

We would like to send you information about our services, competitions and special offers, which may be of interest to you. Where we have your consent or it is in our legitimate interests to do so, we may do this by post, email, telephone, or text message (SMS).

We will only ask whether you would like us to send you marketing messages when you tick the relevant boxes when you complete our online waiver for the first time.

If you have previously agreed to being contacted in this way, you can unsubscribe at any time by contacting us - see how to contact us section below.

It may take up to 5 days for this to take place.

### **Your rights**

Under the General Data Protection Regulation, you have a number of important rights. In summary, those include rights to:

- access to your personal information and to certain other supplementary information that this privacy policy is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations
- object at any time to processing of personal information concerning you for direct marketing

If you would like to exercise any of those rights, please email, call, or write to us.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

### **Changes to this privacy policy**

This privacy policy may be updated from time to time. The most recent version will be published on our website.

### **How to contact us**

Please contact us if you have any questions about this privacy policy or the information, we hold about you.

Sleek Shutters Ltd is a company registered England and Wales – Company Reg No. 12649967

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